

**BY ORDER OF THE COMMANDER
341ST CIVIL ENGINEER SQUADRON (AFSPC)
MALMSTROM AIR FORCE BASE MT 59402-7536**

CEC OPERATING INSTRUCTION 32-03

1 January 1997

Civil Engineering

PRECONSTRUCTION COORDINATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

The purpose of this operating instruction is to establish a means of improving the quality of construction management by review and coordination of project documents between the project inspector and project engineer prior to start of construction. It also establishes procedures for preconstruction conferences.

SUMMARY OF REVISIONS:

This is the first publication of CEC OI 32-08, substantially revising DEE OI 89-04.

1. **RESPONSIBILITY:** It is the responsibility of the Chief of Construction Management to ensure this operating instruction is adhered to.

2. PROCEDURES:

2.1. Prior to the preconstruction conference and/or start of construction, and if a preconstruction conference is not scheduled, the project inspector shall thoroughly review and become familiar with the contract documents.

2.1.1. After this review, the project inspector will schedule a meeting with the project engineer. The project engineer will brief the project inspector on all the critical items or phases of construction and answer any questions the inspector may have.

2.1.2. Special testing, sampling, tolerances, special construction or fabrication techniques, degree of quality, special precautions, etc., will be discussed.

2.1.3. The project engineer may desire to prearrange joint inspections with the project inspector during various phases of construction.

2.1.4. The project inspector will record the key points of the briefing for future reference and maintain that information in the project folder.

2.1.5. The project inspector and engineer will jointly develop a list of key items to be discussed at the preconstruction conference.

2.1.6. The project engineer and inspector are responsible for recording pertinent discussions and agreements which take place at the preconstruction conference.

2.2. The project inspector is responsible for ensuring that the using organization's commander is notified of the time, date, and place of each precon at least seven days in advance.

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Chief Engineer

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